

## Meet & Greet Process Guide

All Worksites are required to make contact with their assigned Youth prior to their Start Date. Please follow the below procedure and complete the attached checklist and return to [ssalter@westmiworks.org](mailto:ssalter@westmiworks.org).

### Meet & Greet Process

#### Step One

Receive Placement Confirmation email from West Michigan Works! This email will include the names and contact information for your assigned Youth. Meet & Greets should take place the week of **June 12 – June 16**.

#### Step Two

Decide the location of your Meet & Greet. Here are a few options and suggestions.

1. In Person at Worksite Location
2. Zoom/Teams
3. Phone Call/Conference Call

*Please note that an email alone will not count as a Meet & Greet. Ideally, Meet and Greet option has been selected prior to matching.*

#### Step Three

Using the information in your Placement Confirmation email, contact your youth to set up the details of the Meet & Greet. All Meet & Greets should be completed prior to the Youth's Start Date.

#### Step Four

Complete your required **Meet & Greet Checklist** and review with your assigned Youth at the time of your scheduled Meet & Greet. This information will be collected by your West Michigan Works! Representative and shared with your assigned Youth and their Career Coach.

If your required and completed Checklist is not received prior to Youth's Start Date, it will be assumed that a Meet & Greet did not take place and Youth will be informed not to report to their Worksite until further notice.

## **Meet & Greet FAQs**

### 1. What is the purpose of the Meet & Greet?

The purpose of the Meet & Greet is for Worksites and Youth to meet prior to their First Day to get to know one another and share information on first day expectations. Meet & Greets are a good time to discuss the Youth's work schedule, any clothing requirements, directions to their Worksite, any special parking information they should know, whether or not they should bring a lunch, where the break room is, where the bathrooms are, if they require any work accommodations, what they are looking to get out of their work experiences, etc.

This is a required step for Onboarding and must be completed prior to the Youth's Start Date.

### 2. When and where should the Meet & Greet take place?

The Meet & Greet should take place the week prior to the Youth's Start Date. The location of the Meet & Greet is at the discretion of the Worksite and Youth. We suggest a video call, an in-person meeting, or a phone call. Once a Meet & Greet date and location has been set with your assigned Youth, please inform your West Michigan Works! Representative.

### 3. How do I contact my assigned Youth?

You will receive a Placement Confirmation email from West Michigan Works! which will include contact information for your assigned Youth. As those emails are received, Youth are informed to expect communication from their Worksite on a Meet & Greet.

### 4. What should I do if I cannot get in contact with my assigned Youth?

If you are unable to contact your youth by email, phone, or alternate means, please promptly inform your West Michigan Works! Representative Samantha Salter.

## **Meet & Greet Checklist Outline**

Access the online form here: <https://form.jotform.com/230864308091051>

Please complete this document after your scheduled Meet & Greet. We will share this document with your assigned Youth and their Career Coach. This Checklist is not

intended to take the place of a Meet & Greet, but to ensure all parties retain the accurate information regarding the Work Experience.